



CITY OF LAKE STATION ADVISORY PLAN COMMISSION

APPLICATION FOR PLAT VACATION

Included in the Application Package:

- Application for Plat Vacation (2 pages)
- Informational Data Sheet (1 page)
- Request for Certified Adjoining Property Owner List (1 page)
- Legal Notice (1 page)

DIRECTIONS:

1. Petitioner shall complete application in full and submit with required documents at least ten (10) days in advance of a regularly scheduled Plan Commission Meeting to the Advisory Plan Commission Secretary. Upon review of the submittal, the Plan Commission Secretary will set the date for the Preliminary Hearing for Plat Vacation.
2. Legal owner(s) of the real property (if different than applicant) must also sign application and be present in person or by power of attorney at required public meetings. Certified copy of the last deed of record for subject property must be attached.
3. Applicant must provide all information, charts, diagrams, and/or other exhibits required by the Ordinance(s) and/or requested by the Plan Commission or Building Commissioner.
4. The Plan Commission, in its discretion, may continue an agenda item to a subsequent meeting in order for the applicant to provide additional information and comply with the Ordinance(s).
5. Plan Commission meetings are held in the City Council Chambers at 1969 Central Avenue, Lake Station, Indiana. Unless specified otherwise, meetings are convened at 7:30 p.m., local time, on the fourth Wednesday of each month. Applicants must notify the Clerk-Treasurer's Office at least ten (10) days in advance of a Plan Commission meeting to be placed on the agenda.
6. Petitioner shall obtain a Certified Adjoining Property Owners List from the Lake County Auditor's Office (2293 North Main Street, Crown Point, IN). Use the provided 'Request for Certified Adjoining Property Owner List'.
7. During the Preliminary Hearing, the Plan Commission may elect to set a Public Hearing Date for the Plat Vacation.
8. **At least 21 days** prior to the Public Hearing date, Petitioner shall prepare and send *Public Hearing – Legal Notices* (see attached) to each adjacent property owner identified on the Certified Adjoining Property Owners List via USPS Certified Mail with return receipt requested. The Certified List, Certified Mail receipts, and 'green card' receipts shall be turned in to the Plan Commission Secretary prior to the date of the Public Hearing.
9. **At least 21 days** prior to the Public Hearing date, Petitioner shall obtain and post a sign and frame from the Plan Commission Secretary which gives notice of the Public Hearing. (The sign and frame are available for \$30.00 of which \$20.00 is refundable after the Public Hearing if the sign is returned in good order)
10. **At least 10 days** prior to the Public Hearing date, Petitioner shall post the *Public Hearing – Legal Notice* in The Times or Post-Tribune newspaper. Petitioner shall provide a certified Proof of Publication to the Plan Commission Secretary prior to the date of the Public Hearing.
11. If the Plan Commission approves the petition after a Public Hearing is held, then a recommendation will be forwarded to the Common Council for a final vote.

APPLICATION FOR PLAT VACATION (CONTINUED)

REQUIRED INFORMATION & DOCUMENTS: (please print clearly or type)

Applicant(s): _____

Address: _____

Telephone: (____) _____ FAX (____) _____

Legal owner(s) & address (if different): _____

Telephone: (____) _____ FAX (____) _____

Trustee, address, and trust number (if subject property held in trust)

Telephone: (____) _____ FAX (____) _____

Subject property street address: _____

Current zoning classification of subject property: _____

Total size of the development in acres or square feet: _____

Attach a Plat of Vacation detailing the exact nature of plat elements to be vacated with all exhibits and attachments, as required by the Ordinance(s).

File original and eleven (11) copies (2 full size and 9 minimized) of completed application with exhibits and attachments, and forward same to the City Engineer.

A \$25.00 Review Fee is required at time of application submittal.

Applicants Signature	Date	Owners Signature (if different)	Date
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City Official receiving application _____ Date _____

Application Review Meeting Date & Time: _____

Is the property in a flood plain? ___ Yes ___ No _____

INFORMATIONAL DATA SHEET

Indiana's "Call Before You Dig" Law Indiana 811

Indiana's "Call Before You Dig" law, Ind. Code ch. 8-1-26, requires everyone who digs to contact Indiana 811 at least two full working days before starting their project. In 2003, the Indiana General Assembly revised the "Call Before You Dig" law and made it a requirement that all owners and operators of underground facilities become a member of Indiana 811. This law was then amended in 2009 to add penalties for certain infractions.

Pursuant to the statute, civil penalties may include:

A warning letter for homeowners/tenants who are first-time offenders regarding a violation in which no one was personally injured;

A civil penalty up to a maximum of ten thousand dollars (\$10,000.00);

Required participation of employees in a mandatory education and training program sponsored by the Commission; and/or

Required development of a plan to avoid future violations, which must receive approval.

Sites with Potential Wetland Impacts Section 404 – Clean Water Act

The Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (USACE) use the *1987 Corps of Engineers Wetlands Delineation Manual and Regional Supplements* to define wetlands for the Clean Water Act Section 404 (CWA 404) permit program. CWA 404 **requires a permit** from the USACE or the Indiana Department of Environmental Management (IDEM) for the discharge of dredged or fill material into wetlands and the waters of the United States.

Jurisdictional Delineations are performed on a property in order to delineate which waters are Waters of the United States and which are Isolated Wetlands subject to IDEM jurisdiction. Most often, a preliminary jurisdictional delineation is submitted to the USACE by the permit applicant, which the Corps then verifies. The applicant can decide whether they would like a final approved delineation or would like to proceed with an application with only a verified preliminary delineation, which makes for a shorter process.

For more information on wetlands, use the following contacts:

U.S. EPA (<https://www.epa.gov/wetlands>)

for CWA 404 Inquiries contact:

Wendy Melgin (melgin.wendy@epa.gov)

Phone: (312) 886-7745

Phone: (317) 233-8488

Fax: (317) 234-4145

IDEM (<http://www.in.gov/idem/wetlands>)

Wetlands & Storm Water - Section 401 WQC Program

100 N. Senate Avenue

MC 65-42 WQS IGCN 1255

Indianapolis, IN 46204



CITY OF LAKE STATION ADVISORY PLAN COMMISSION

1969 CENTRAL AVENUE, LAKE STATION, INDIANA 46405
T: (219) 962-3111 F: (219) 963-9275

Request for Certified Adjoining Property Owner List

Date: _____

Lake County Auditor's Office
Lake County Government Center
2293 North Main Street
Crown Point, Indiana 46405

Re: Petitioner _____

Common Address _____

Key Number _____

To Whom it May Concern:

Please be advised, the above-named Petitioner is seeking action by the City of Lake Station Plan Commission on the attached parcel of land located in the City of Lake Station, Indiana.

As required by Ordinance, the Petitioner requests that your office furnish an "Adjacent Property Owners List". (For the purposes of this letter, 'adjacent' means common boundaries and corners, including those across Public Rights-of-Way of the petitioned parcel) The cost is to be borne by the Petitioner.

Please be advised that this list must be submitted to the City of Lake Station Plan Commission staff prior to any appearance for a Public Hearing before the Plan Commission.

Respectfully,
The City of Lake Station Plan Commission



CITY OF LAKE STATION ADVISORY PLAN COMMISSION

1969 CENTRAL AVENUE, LAKE STATION, INDIANA 46405
T: (219) 962-3111 F: (219) 963-9275

City of Lake Station

1969 Central Avenue
Lake Station, Indiana 46405

Legal Notice

Notice is hereby given that the PLAN COMMISSION of the City of Lake Station, Lake County, Indiana, will hold a public hearing in the Council Chambers of Lake Station City Hall, located at 1969 Central Avenue, at 7:30 p.m. on _____, _____ to consider a petition for Plat Vacation regarding the property known as:

and is legally described as follows:

Anyone interested in the petition may appear in person or by agent at the Public Hearing. Written objections or support filed with the Plan Commission Secretary before the date of the Public Hearing will be considered. The hearing may be continued from time to time as may be found necessary. All information concerning such petition is on file in City Hall, located at 1969 Central Avenue, Lake Station, Indiana, for public examination.

Name of Petitioner

Date